

**Wickenburg Unified School District No. 9
40 West Yavapai Street Wickenburg, AZ 85390
(928) 668-5301; FAX (928) 668-5305**

NOTICE OF VACANCY

Date: 04/17/2016

Wickenburg Unified School District #9 (AZ) is accepting applications for the following position:

Position: Attendance Clerk
Location: Wickenburg High School

Qualifications:

CERTIFICATES, LICENSES AND REGISTRATION REQUIRED:

- Must be able to pass a fingerprint clearance and background check or maintain a current Fingerprint Clearance Card.

EDUCATION AND/OR EXPERIENCE:

- High school diploma or equivalent;
- Computer skills, i.e. keyboarding, utilizing software programs;
- One year related experience or training;
- Previous experience in an educational setting preferred.
- **Bilingual preferred**

****See Full Job Description for Details****

Salary Range: \$10.00-11.60 per hour

Calendar: FY2017-2018

Beginning Date of Duty: A.S.A.P

Closing Date: When Filled

Job Posting #: 12652

Candidates interested in the position are invited to go to our District website at www.wickenburgschools.org for additional information. Under EMPLOYMENT, you

will find a link to our online application process or you may call 928-668-5301 to request assistance.